

CEA

CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Conservation

POSITION TITLE: CHIEF COUNSEL, CEA LEVEL 4

SALARY RANGE: \$8426 - \$9287

FINAL FILE DATE: April 20, 2006

DUTIES AND RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director and as a member of the Executive Team, the Chief Counsel is responsible for providing legal consultation to the Director on legal matters affecting the programs and policies of the Department of Conservation (Department). This position directly supervises the Department's legal staff. The Chief Counsel plans, organizes, and directs the work of the Legal Office; provides legal advice to the Department, the Executive Team, other management, and employees on matters relating to the operations of the Department, which is comprised of distinct divisions implementing different laws covering completely different subject matters; formulates legal policy and advises top management on legal issues affecting the operation of all of the Department's programs and general issues such as contracting, the Political Reform Act, the Administrative Procedure Act, the Public Records Act and the Privacy Act; development and implementation of departmental policy including strategic planning and identifying needed legislation and regulation; supervises the management and operations of the Legal Office including the development and review of budgets and preparing Budget Change Proposals; coordinating and directing the work of the Legal Office staff; supervises staff responsible for the planning, organizing, directing, coordinating, and reviewing work that relates to the Beverage Container Recycling and Litter Reduction Act; California Land Conservation (Williamson) Act and the related Open Space Subvention Act; the Surface Mining and Reclamation Act (SMARA); the California Farmland Conservancy Program; the California Environmental Quality Act (CEQA) that affect the Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, the California Geological Survey and the Division of Oil, Gas and Geothermal Resources. Reviews key policy and programmatic decisions that affect the Department. The position exists in Sacramento.

EXAMINATION INFORMATION

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee using pre-established, job-related evaluation criteria. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The resulting list will be used to fill one (1) Chief Counsel position and maintained for up to a period of twelve (12) months for subsequent vacancies. Each candidate will be ranked competitively and notified in writing of his/her examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- ✓ A standard State application (Std. 678) with civil service titles and dates of experience. Applications may be obtained from the State Personnel Board's website at <http://www.spb.ca.gov>.
- ✓ A "Statement of Qualifications." (A discussion of the candidate's education, experience, knowledge, skills and abilities to meet the minimum and desirable qualifications for this position). The statement should be no more than two (2) pages in length. Applications received without the "Statement of Qualifications" will be rejected.

NOTE: Resumes are optional and do not take the place of the "Statement of Qualifications."

Submit application and "Statement of Qualifications" to:

Department of Conservation
Examination Unit – Theresa Xavier
801 K Street
22nd floor, MS 22-13
Sacramento, CA 95814

Applications and Statements of Qualifications must be received or postmarked NO LATER THAN the final filing date. Applications and Statements of Qualifications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. FAXED or e-mailed Applications and Statements of Qualifications **will not be accepted**.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications **and** have active membership in and be in good standing with the State Bar of California to compete in this CEA examination.

EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration; organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; methods to effectively promote equal opportunity in employment.
- 2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; gain the confidence and support of top level administrators and advise them on a wide range of administrative and adverse matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; the ability to maintain a work environment that is free of discrimination and harassment.

The above required experience may have been in a staff capacity, as an attorney, exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services (experience may have been paid or volunteer, or in state service, other government settings, or a private organization). In State Service, this type of experience is typically gained in a classification at or above the level of **Staff Counsel, Range D**.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
- Knowledge of the federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Knowledge of legal principles and their applications; legal research methods; court procedures; rules of evidence and procedure; and administrative law and the conduct of proceedings before administrative bodies.

- Knowledge of the Public Resources Code laws; California Land Conservation (Williamson) Act and the related Open Space Subvention Act; the Surface Mining and Reclamation Act (SMARA); the California Farmland Conservancy Program; and the California Environmental Quality Act (CEQA) that affect the Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, and the Division of Oil, Gas and Geothermal Resources in the Department of Conservation.
- Familiarity with Department's programs including, Division of Recycling, Division of Land Resource Protection, Office of Mine Reclamation, the California Geological Survey, and Division of Oil, Gas and Geothermal Resources.

SPECIAL PERSONAL CHARACTERISTICS

- Excellent oral and written communication
- Dependability, flexibility and integrity
- Willingness to work long hours over extended periods of time.
- A personal commitment to the mission and goals of the Department of Conservation.

Questions concerning the exam process should be directed to Theresa Xavier, Examination Analyst, at (916) 322-6412 or e-mail Theresa.Xavier@conservation.ca.gov

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:

Dial: 7-1-1

From TDD phones 1-800-735-2929

From Voice phones 1-800-735-2922

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Equal Opportunity To All Regardless Of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious Or Political Affiliation, Age Or Sexual Orientation. It is the objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and the special trust in public servants.